



Alternative Payment and Advanced Care (APCM) Senior Manager

Position Description

Position:	Alternative Payment and Advanced Care (APCM) Senior Manager	Date:	07/28/2022
Reports To:	Policy and Government Affairs Senior Director	FLSA Status:	Exempt
Supervision:	N/A	Pay Type:	Salary
Hours:	1.0 FTE	Pay Range:	\$75,000 - \$95,000

Approved By: Joan Watson-Patko, Executive Director

_____ Date _____

1. Primary Purpose

The APCM Sr. Manager directs implementation and evolution of Oregon’s Alternative Payment Methodology and accountability arrangements with the OHA and works with program staff, key committees, and consultants to successfully demonstrate the program’s impact and value. Through adaptation and visionary oversight of the APCM program, the Sr. Manager optimizes the continued transition away from fee-for-service to innovative payment and clinical models that ultimately improve health center outcomes, sustainability, and health equity.

2. Essential Duties and Responsibilities (~80% of time)

Technical Assistance (TA) and Training Program Management

- Oversees onboarding process for new health centers to the APCM model, including the rate-setting process, ensuring effective and efficient training, technical assistance, and financial model implementation for new program members.
- Develops and/or identifies opportunities in concert with the Transformation team, policy team and health center clinically integrated network that address the social determinants of health and drive health equity, partnering with health centers and relevant stakeholders to optimize the use of value-based pay models and other payment approaches while ensuring improvements in health center outcomes and health equity.
- Strategizes, plans and supports integration of coordinated health and social service systems (i.e., CIE platforms) in tandem with new models of payment, including APCM and VBP, that further root health centers as the primary care entity that helps OHA and CCOs achieve their desired outcomes.
- Acts as a thought partner on new program strategy and design in order to promote alignment, coordination and integration across programs, and ensures effectiveness of implementation plans, and advancement of organizational priorities.
- In coordination with the Policy and Governmental Affairs Sr. Director, tracks and responds to administrative policy issues including health center payment reform and the Medicaid program requirements, such as the 1115 Waiver.

Member and Partner Engagement

- Builds and maintains partnerships with key stakeholders at the state, regional and national level to advance priorities and organizational mission.
- Oversees development and implementation of training and materials to enhance VBP knowledge and spread new models of care and payment innovations.
- Leads development of program communication and contributes to coordination and integration of external communication pertaining to department work in order to improve program effectiveness and promote member engagement.
- Contributes to the development and maintenance of member relations and knowledge management tools in order to improve program evaluation, internal documentation and tracking of member information, and external communication of program-related materials.
- Travels to represent OPCA at relevant conferences and meetings in order to maintain knowledge of landscape, build partnerships and promote OPCA programs/payment models.

Program and Resource Tracking, Evaluation and Reporting

- Acts as a thought partner and strategic lead on new program strategy and design in order to promote alignment, coordination, and integration across programs, and ensure effectiveness of implementation plans and advancement of organizational priorities.

3. Essential Strategic & Leadership Responsibilities (~10% of time)

- May or may not supervise staff with an emphasis on supporting team collaboration and individual mentorship and success.
- Contributes to strategic plan and Federal funding goals as related to content area expertise.
- In partnership with Policy and Governmental Affairs Senior Director, develops annual initiative budget and manages resources for program area.
- Engages with OPCA Board of Directors and associated committees to facilitate collective strategy setting and decision-making regarding APCM, VBP strategies, and the integration of care and payment.
- May serve as a sponsor or chair for key projects and initiatives.

4. Other Duties and Responsibilities (~10% of time)

- Conducts individual administrative duties (e.g. scheduling, time sheets, internal organization communications, etc.)

5. Knowledge, Skills, and Abilities

- Ability to partner, communicate and build a high level of trust across team leads and maintain effective working relationships with a wide variety of personalities and organizations.
- Knowledge and experience in strategic planning, health policy and models of safety net health care delivery and management.
- Knowledge, skill, and experience in working with diverse populations and experience working with community-based Boards of Directors.
- Ability to think strategically and deliver technically.
- Effectively represent OPCA in a wide variety of settings.

- Ability to deliver on deadlines and shift priorities or change direction quickly to meet unexpected factors.
- Project management experience.
- Excellent interpersonal, oral, and written communication and organizational skills.
- Ability to self-direct with a high degree of organization.
- Ability to work well in a professional and fun team environment, including respect for different styles and personalities, enthusiasm for collaboration, communication, and celebration.
- Performance-oriented mindset with a strong work ethic and commitment to achieving goals.
- Willing and able to bear high levels of responsibility; always accountable to one's own decisions and work product.
- An ability to work with people who think, act, look, and/or live in a manner different from oneself.

6. Minimum Qualifications and Experience

- Professional with advanced level of proficiency. Generally requires a Bachelor's degree and/or 5-10 years' experience or equivalent education.
- Broad knowledge of the field with proven leadership skills.
- Fluency in written and spoken English required.

7. Preferred Qualifications and Experience

- Experience in health policy analysis, particularly an understanding of healthcare financing and current payment landscape, knowledge of APMs/APCM preferred.
- Experience and understanding of non-profit healthcare entities, particularly with Federally Qualified Health Center (FQHC) organizations.

8. Specific Job Attributes

- **Job Complexity:** Having wide-ranging experience, uses professional concepts and company objectives to resolve complex issues in creative and effective ways. Works on complex issues where analysis of situations or data requires an in-depth evaluation of variable factors. Exercises judgment in selecting methods, techniques and evaluation criteria for obtaining results. May be responsible for resource allocation, including budget and personnel. Makes strategic decisions based on company goals and objectives in consultation with upper management.
- **Impact:** Failure to achieve objectives will have an impact on unit and the organization.
- **Degree of Work Direction & Project Management:** Moderate supervision with latitude to make decisions to achieve defined goals. Determines methods and procedures on new assignments. Contributes to team objectives and outcomes as guided. Partner with upper management to set objectives for assigned unit/area.
- **Responsibilities as a Team Member:** Contributes to measurable team and/or organizational objectives. Consults with upper management on highly complex projects. Works with the leadership team in defining organizational goals and strategic plans. Resolves issues and contributes to unit/area development.
- **Internal & External Contacts & Communication:** Creates formal networks involving coordination among groups. May serve as an external spokesperson for the organization within their work area. May also be recognized as an influential leader.

- **Leadership & Supervision of Others:** Generally manages processes and activities of functional area or team, may or may not provide reporting supervision to members of the team. May provide mentorship on area of expertise.
- **Innovation & Quality Improvement:** Leads improvement in program area and may develop innovative programs in area of expertise to improve health center and/or OPCA value. Builds and maintains partnerships with CHC leaders, partners, and other key stakeholders to support innovation and improvement.
- **Responsibility for Administrative Work:** Responsible for project management of individual work, including monitoring and responding to deadlines, scheduling internal and external meetings, preparing agendas and tracking action items to advance projects, distributing relevant communications, and managing personal administrative needs, such as travel planning and expense reimbursement reports. May seek administrative support for team and program needs from program specialists and coordinators, based on needs and priorities for the organization and availability of team resources.
- **Budgetary & Fiscal Responsibility:** Contributes to developing and managing program budgets in partnership with upper management. Responsible for following financial policies and procedures for any organizational expenditures, purchases or reimbursements.

9. Travel Required

- In and out-of-state travel is required for this position. If using a vehicle for work related travel, must possess valid Oregon driver license and provide proof of insurance and annual Motor Vehicle Record if using own vehicle, or be insurable if renting. Must be able to drive a motor vehicle safely and use a seat belt when in operation. Mileage and travel expenses are reimbursed per OPCA policy.

10. Work Environment

- OPCA is a team-oriented organization; a tight-knit group of professionals committed to both the mission and to enjoying their jobs. Respectful interpersonal relationships, a fun team dynamic, and a passion for advancing the cause of community health clinics are equally critical components of the work environment.
- As a subject matter expert, employees are expected to partner as needed for communications & marketing needs to develop messages, objectives and/or communications tools to reach OPCA's members and other target audiences.
- Duties will be performed in both an office setting and out in Community Health Clinics.

11. Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit behind and use a computer, talk, hear, and be able to operate general office equipment. This individual is also required to stand, walk, and reach during events.

Statement of OPCA Practices: OPCA is committed to continuous internal quality improvement practices. We work in a fast-moving, ever-changing environment in which management and staff strive to create constantly improving quality. OPCA is a smoke free, drug free workplace.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, gender, age, sexual orientation, national origin or disability. OPCA expects employees to be culturally competent, with the ability to interact positively with people who do not look like, talk like, think like, believe like, act like, and live like they do.

General Statement: Oregon Primary Care Association (OPCA) is a private, 501(c)(3)-membership organization of Oregon’s “safety-net” primary care providers. Our mission is to lead the transformation of primary care to achieve health equity for all. Our membership primarily includes the federally qualified Community Health Centers (CHCs) and Look-Alikes as well as Rural Health Clinics, Indian Health Centers, and community clinics with similar missions and governance.

REQUIRED SIGNATURES

I acknowledge that I have reviewed the above job description and understand my job responsibilities and requirements.

Employee _____ Date _____

Supervisor _____ Date _____

****Changes must go through Human Resources Sr. Manager for standardization and Executive Director for review.***